Approved For Release 2001/11/01: CIA-RDP74-00390R000300140006-4

29 September 1970

MEMORANDUM FOR: Acting Chief, SSS

SUBJECT : Interim Report on RAB Reports Inventory

INTER AGENCY REPORTS

1.	Agency Vital Records Protection Status to National Archives.	GSA Annual
2.	Annual Summary of Records Holdings	GSA Annual
	RECORDS ADMINISTRATION INTERNAL REPORTS	
.3 ₽.	Budget and Program Call to C/SSS	Annual
4 %.	Records Management Program Report to C/SSS	Semi-Annual
5 %.	Records Management Board Report to Executive Director Comptroller	Semi-Annual
6 X.	Forms Management Activities Computer Reports to C/RAB	Monthly .
75.	Forms Management Status Reports to C/RAB (Four different computer reports)	Quarterly
8 %.	Forms Management Status Reports to RMO's	Quarterly
9 %.	Annual Records Inventory to C/RAB	Annual
10 8.	RMO Conference Report to C/RAB	Semi-Annual
	RECORDS CENTER REPORTS	
11 %.	Activity Report and Status to C/RAB	Monthly
12 10.	Six-Month Activity Recap Report to C/RAB	Semi-Annual
/3 K.	Fiscal Year Total Recap Report C/RAB	Annual
4 X2.	Statistical Report to Records Mgt. Board	Quarterly

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10 - ADDITIONS

20 - CHANGES

30 - REVISIONS

40 - OBSOLETIONS

50 - REACTIVATIONS

60 - ERASE

Alpha/Numeric (leave space between Alpha - no dashes

or slashes)

Alpha A thru L (maximum of 2 changes per code sheet)

AGENCY CODES (columns 19-20)

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DATE (columns 21-24)

UNIT OF ISSUE (cols 25-35)

USE/DESTROY (col 36)

Month and Year - all months must be 2 digit i.e., Ol, O2, etc.

Alpha and Numeric i.e., CS, Pad 100, 3 part set, etc. (no dashes or slashes)

Eitheria U or D must be coded for all revisions.

SHIPMENT CODE (column 37)

[NTL - Ship UNCLASSIFIED,

2 - Ship CONFIDENTIAL POUCH.

Air or Sea Cargo or APO Channels.

STATINTL

3 - Ship SECRET - TOP SECRET, Courier Accompanied Pouch.

4 - Other Government Agency Forms. sent. Ship in accordance with procedures

5 - Ship UNCLASSIFIED to stations

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Local Reproduction (column 33)

STOCK/NONSTOCK (column 39)

Code "L" when form is approved for local reproduction.

Code "S" for stock form; Code "N" for nonstock form.

SCOPE OF USE (column 40)

1 - Headquarters

INT2 - Headquarters

3 - Headquarters and Overseas

7 - Overseas Only

STATINTL - Headquarters,

CLASSIFICATION (Col 41)

FUNCTIONAL CODES (Cols 42-51)

Code 1 for Preclassified CONFIDENTIAL Code 2 for Preclassified SECRET

Max of 5 functional codes - each code must be 2 digits.

OPI (Cols 52-53)

TITLE (Cols 54-80 - and Card 2 and Card 3)

Numeric code assigned each office Alpha/numeric entries, Card 2 will be 2nd and 3rd responsible Approved For Release 2001/14701: CA-RDP74-00390R0003001400064 lines of little.

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